

APPENDIX-B

PART-A

Kolkata Port Trust intends to engage contractual Personnel for the Estate Division , Kolkata Dock System in the following category / Rank as per following details:-

Rank	No. of vacancy	Qualifications and other criteria	Monthly Honorarium
Special Officer (Estate)	2 Two retired Inspector or above from Kolkata Police / West Bengal Police	Retired from Kolkata Police / West Bengal Police during last two years having served the Force for at least ten years. Must have served as Inspectors or above. Experience of working with the investigating cadre of Kolkata Police / W.B. Police, with experience of direct action, enquiry, crowd control, Police Station duty and familiarisation with documentation procedures, mobile patrol, parades etc. May be required to attend situations any time within the jurisdiction of Kolkata Dock System, Kolkata Port Trust. Min Qualification: Graduate. Age – not above 62years. Must be in sound health.	Rs. 30,000/- (Consolidated) + Rs 500 Monthly fixed cell phone charges

Posting : Posting may be done at any Dock or off-Dock site or KoPT Estate Division at Head Office at the decision and discretion of the Competent authority, KDS, KoPT.

Interested candidates may apply to the **Security Adviser , Headquarters, Port Security Organisation, Kolkata Port Trust**, as per following format. **All applications to be submitted at Headquarters, Port Security Organisation, P-65. C.G.R. Road, Kolkata – 700 043.** Last date for receipt of application is 27.07.2018.

KoPT reserves the right to reject incomplete applications, or reduce/increase the number of vacancies at any stage as per its requirement or refuse to call any candidate or candidates to interview without assigning any reason.

PART B

Application for the post of Special Officer (Estate)

Affix Passport size
Photograph

1. Name :

2. Father's name :

3. Date of birth/ Age :

4. Home Address :

5. Local Address :

6. Last service rendered (in Kolkata /
W.B Police) :

7. Rank in last service :

Period Rank

8. Mention term served in each rank - i) From(Yr)to.....(Yr)

(ii) From.....(yr.) to(yr.)

9. Qualification :

10. General Experience : (As required under Part A) :

(Please attach separate page if
needed) Mention awards or mentions
received, if any.

TERMS AND CONDITIONS : Special Officer (Estate)

1. The engagement will be for a period of one year or lesser and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, Kolkata Port Trust (KoPT) reserves the right to enter into a fresh contract with the contractee for such period and on such terms as may be mutually agreed upon.
2. Fixed consolidated remuneration of Rs. 30,000/- per month.
3. TA and DA as admissible, when on tour outside the Headquarters on official duty of KoPT.
4. Facility of suitable Kolkata Port Trust accommodation (unfurnished) on payment of license fee/ rent, as applicable subject to availability.
5. Required to work full time for 6 days in a week. However in case of exigency, required to work on Saturdays/Sundays/Trustees' Holidays also (in addition to 6 days work in a week) and for this no compensation, monetary or otherwise, will be allowed. However, for work on any such weekly off day/Trustee's Holiday in exigency, a compensatory day of rest will be granted conveniently and will not be entitled to any monetary compensation for the same. Required to attend at odd hours at the Trustees' sites or to attend situation in the PSO circuit for which official transport will be provided.
6. Entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
7. Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) on illness may be allowed without any deduction from the remuneration, on the basis of certification from the KoPT Medical Officer. Intimation of sickness should be reported to the Head of Department/Head of Office/Reporting Officer forthwith in writing together with certificate of illness from the registered Medical Practitioner, in addition to verbal intimation over phone. Entitled to indoor and outdoor medical facilities as available in KoPT Centenary Hospital for self only. However, no reimbursement for medicine/ medical articles purchased from outside, diagnostic test done outside or treatment received outside, will be allowed.
8. Office will be at Estate Division, Head Office, KoPT, 15, Strand Road, Kolkata- 70 0001 or Port Security Organisation Headquarters at P-65 CGR Road, Kolkata- 700043.
9. Required to report to Estate Manger or Security Adviser, Kolkata Port Trust or as directed by the Competent Authority.
10. To take responsibility for all Estate and security related matters of KDS, KoPT or as may be directed by the competent authority. Proper liaison with Police to protect Estate properties and for eviction operation as may be required are to be taken care of

11. To take responsibility and accountability for the charge and care of the KoPT's money, goods and stores and all other property that may be entrusted.

12. The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory/ detrimental to the interest of the Kolkata Port Trust.

13. Will have to furnish requisite information for Antecedent Verification Certificate by the local Police Station of your place of residence.